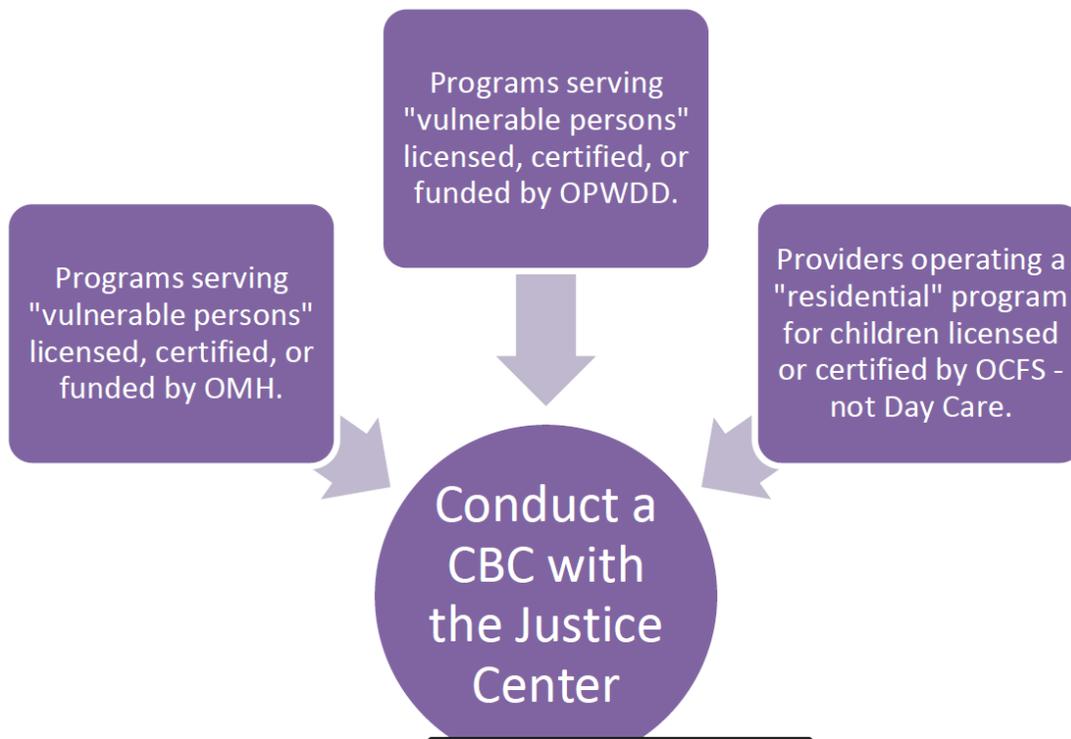


Pre-Employment Check Guidance for Providers

Criminal Background Checks (CBC)

- *Who can conduct a CBC with the Justice Center?*
- *When should I conduct a CBC?*
- *What forms do I need to keep?*
- *How can I register an Applicant to be fingerprinted?*
- *What if the fingerprints are rejected?*
- *How will I receive CBC results?*
- *How can I access the Justice Center CBC system?*
- *What if I don't receive a response?*
- *How can I update an employee's status in the CBC?*
- *Can I run reports in the CBC system to assist with audit and compliance issues?*
- *Can I still submit ink and roll fingerprint cards?*

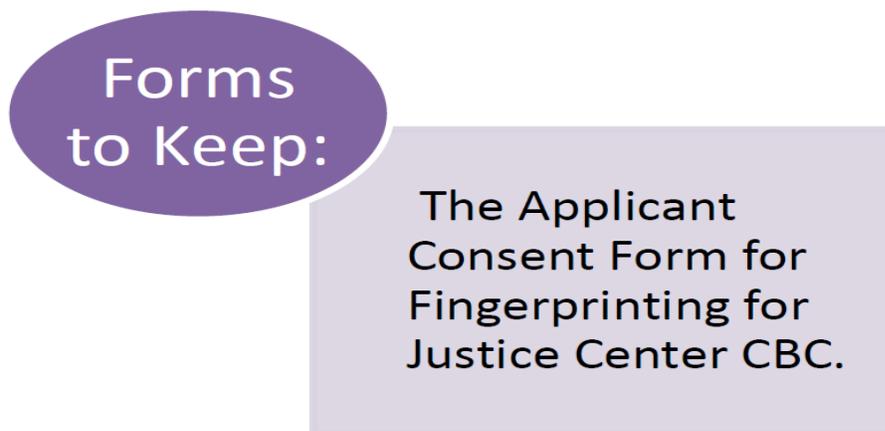
Who can conduct a CBC with the Justice Center?



When should I conduct a CBC?



What forms do I need to keep?



➤ The Applicant should complete and **sign** the Applicant Consent Form for Fingerprinting for Justice Center Criminal Background Check. It must be maintained by the Provider agency for **six years** after the individual is no longer employed or volunteers with the Provider.

How can I register an Applicant to be fingerprinted?

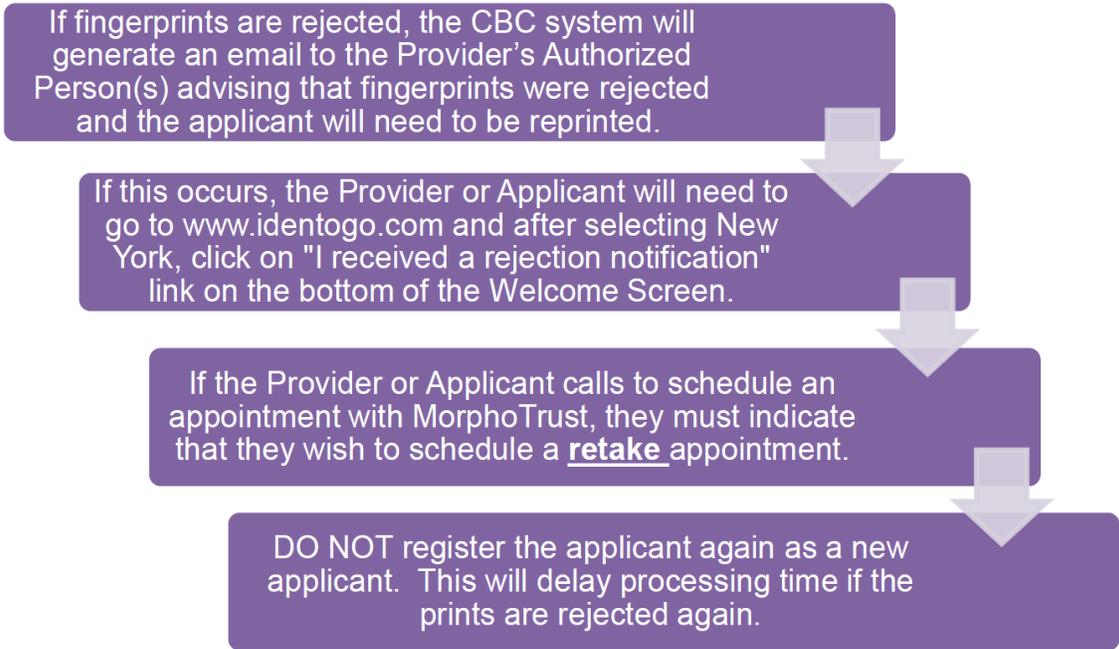
Select one of the following links:

OMH providers <https://www.justicecenter.ny.gov/criminal-background-check-guidance-omh>

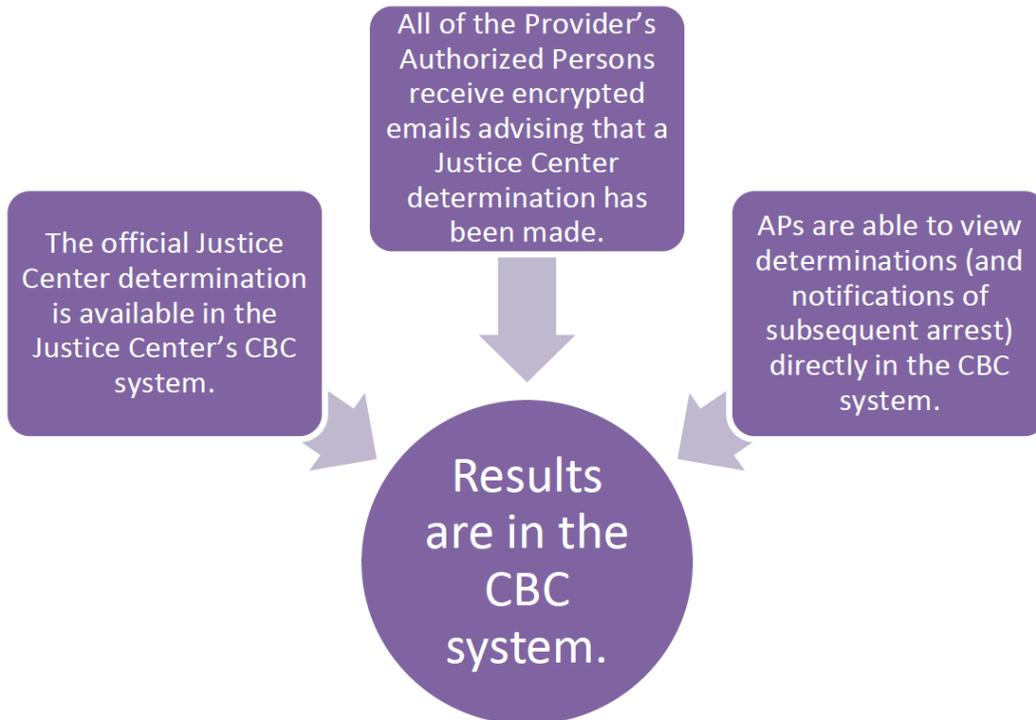
OPWDD providers <https://www.justicecenter.ny.gov/criminal-background-check-guidance-opwdd>

OCFS providers <https://www.justicecenter.ny.gov/criminal-background-check-guidance-ocfs>

What if the fingerprints are rejected?



How will I receive CBC results?



How can I access the Justice Center CBC system?

You will need your user id and password. **CBC System User Guide**
<https://www.justicecenter.ny.gov/system/files/documents/2019/03/cbc-user-guide-revised-june-2018.pdf> contains a link to the system and further information on how to utilize the system.

What if I don't receive a response to a CBC check?



How can I update an employee's status in the CBC?

Check out the [CBC System User Guide](#).

<https://www.justicecenter.ny.gov/system/files/documents/2019/03/cbc-user-guide-revised-june-2018.pdf> From the Applicant tab search results, users can make an employment status update from the Applicant Details section of the employee's record:

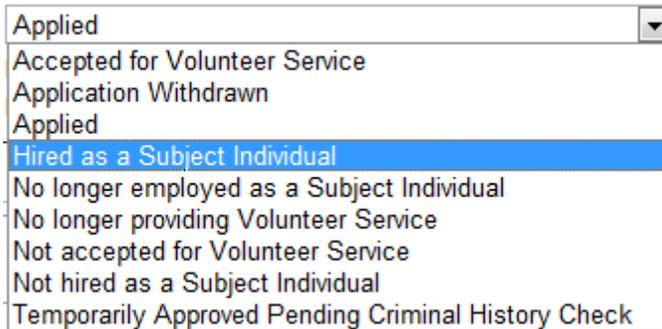


NEW YORK STATE OF OPPORTUNITY
Justice Center for the Protection of People with Special Needs
Criminal Background Check
Update Applicant Form
Applicant FP Locations Administration Reports Security Help Log off

APPLICANT DETAILS

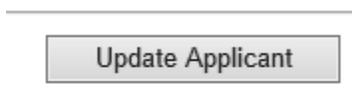
Provider Name	OMH Central Office
* Employment Status	Hired as a Subject Individual

- Select employment status field from drop down menu:



Applied
Accepted for Volunteer Service
Application Withdrawn
Applied
Hired as a Subject Individual
No longer employed as a Subject Individual
No longer providing Volunteer Service
Not accepted for Volunteer Service
Not hired as a Subject Individual
Temporarily Approved Pending Criminal History Check

- Click on Update Applicant button towards the bottom of the screen to apply the changes:



Update Applicant

Can I run reports in the CBC system to assist with audit and compliance issues?

Yes, by clicking on the Reports tab, the Provider can run a Provider Compliance Report which will be useful for audit purposes. In the Provider Compliance Report screen, click on the Provider drop down and find Provider Name and select dates for the timeframe of the report.

Reports Tab

Criminal Background Check

Report

Applicant FP Locations Administration Reports Security Help Log off

Provider Compliance Report

* Application Submit Date: 4/1/2005 9/14/2021

* Provider:

Provider Search Criteria: Search by Provider Name Search by Provider ID

Detail or Summary: Detail With Summary Include Determination
WARNING: Sensitive Information

State Agency Group: All

File Format: PDF

View report Clear Criteria

Can I still submit ink and roll fingerprint cards?

Yes, you can find this information in our fingerprint **Guidance**.

<https://www.justicecenter.ny.gov/system/files/documents/2019/03/cbc-user-guide-revised-june-2018.pdf>